

# BUFFETS & BARS

## Planning Timeline & Checklist



EVENT DATE: \_\_\_\_\_

GUEST RSVPs: \_\_\_\_\_

### 2-4 WEEKS BEFORE

- Set guest count
- Choose buffet theme
- Plan menu
- Select drink station
- Create shopping list
- Confirm serving tables and equipment

### 1 WEEK BEFORE

- Purchase non-perishable items
- Buy serving supplies
- Gather decorations
- Print food labels and menus
- Confirm food quantities

### 2-3 DAYS BEFORE

- Grocery shop
- Buy beverages
- Purchase ice
- Prep toppings and garnishes
- Make desserts and side dishes
- Organize serving dishes

### DAY BEFORE

- Prepare make-ahead recipes
- Set up tables
- Label serving stations
- Chill beverages
- Prepare coolers and ice tubs

### PARTY DAY SETUP

#### Buffet Station

- Table coverings
- Plates
- Main dishes
- Side dishes
- Condiments
- Serving utensils

- Food labels

#### Drink Bar

- Beverage dispensers
- Ice
- Cups
- Garnishes
- Straws
- Napkins
- Drink menu sign

### DURING THE PARTY

- Refill food
- Restock drinks
- Add fresh ice
- Keep buffet tidy
- Replace serving utensils as needed

### AFTER THE PARTY

- Store leftovers
- Empty drink dispensers
- Clean serving dishes
- Pack decorations
- Save extra supplies for next event

### Quick Planning Guide

#### FOOD QUANTITIES

- Appetizers: 6-8 pieces per person per hour
- Buffet Meal: 1-1½ servings per guest
- Desserts: 1-2 per guest
- Drinks: 2 per guest per hour

#### HOSTING TIPS

- Add 10% extra food
- Overestimate ice
- Label dishes clearly
- Use slow cookers or chafing dishes
- Separate food and drink stations to reduce lines